

Project 10: Electronic Commerce Business Plan

Meeting Summary

October 14, 1997 - 1:00 p.m. to 2:30 p.m.

Iowa Workforce Development Office
1000 East Grand, Des Moines, Iowa

Project Team Present

Cynthia Eisenhauer, Iowa Workforce Development
Bruce Coney, Iowa Department of Economic Development

Guest

Harold Bowman, Iowa Communications Network
Jackie Pullman, Iowa Communications Network
Linda Plazak, Iowa Information Technology Services

Staff

Gina Noll, State Public Policy Group

The Request for Proposal (RFP) was sent to approximately 109 prospective respondents. It is expected that there will be multiple responses.

This criteria for evaluating responses was adopted:

1. Meets all mandatory requirements.
2. Earns most points up to 1000.
3. For mandatory requirements, the following maximum points can be awarded:

Section	3.1.1: 120 points 3.1.2: 150 points	<u>Mandatory</u>	3.1.3: 0 points
		<u>Items</u>	3.1.4: 50 points 3.1.5: 50 points
3.1.6: 90 points		3.1.9: 50 points	
3.1.7: 90 points		3.1.10: 50 points	
3.1.8: 50 points		3.1.11: 0 points	

	Subtotal	700 points
Section	3.2.1: 25 points 3.2.2: 25 points	
<u>Desirable</u>	3.2.3: 100 points	
<u>Items</u>	3.2.4: 100 points 3.2.5: 50 points	
	Subtotal	300 points

Iowa Communications Network (ICN) will open the bids on October 27, at 3:00 p.m., and qualify or disqualify on mandatory requirements.

Then each evaluation team member will receive a copy of each qualifying bid and a matrix to assign points to each elements. Each team member will independently assign points, then results will be compiled. This will occur at our October 28 meeting, 10:00 a.m. to 2:00 p.m.

The only questions on the RFP that were received were from the Patricia Seybold Group. The questions and answers are attached and will be sent to all the prospective bidders.

The team adjourned at 2:30 p.m.

Reply to Questions

RFP 97-080

Question: What is the expected audience for the business plan?

Answer: Government Decision Makers

Question: Specifically, does it have the same requirement of 'user friendliness' that is required for the guidebook?

Answer: Yes

Question: How is this effort related to any other project either within the Iowa Communications Network, the Iowa Telecommunications and Technology Commission, and/or any other areas of the state government?

Answer: Set the standards, process, foundation, for all Iowa government electronic commerce activities.

Question: Will this agency (ITTC) be responsible for application development, deployment, and operations management for the electronic commerce servers that will implement this plan?

Answer: No.

Question: With how many different agencies or departments does the ITTC believe we will need to meet?

Answer: Approximately 30 total

Questions: Are all agencies, departments, and offices with whom we will need to meet in Des Moines? If not, can you provide a listing of agencies location?

Answer: Yes.

Question: With whom will we meet to assess the potential political barriers to Electronic Commerce? Governor? Legislature?

Answer: Project Team

Question: What is the current funding level for www.state.ia.us?

Answer: Collectively managed resources by all agencies.

Question: In Section 3.1.4.4.2 we are asked for inventory an eval of current EC application opportunities. How many potential applications are they talking about? Is it 10, 100, 500? Can you provide us with an estimate or 'not-to-exceed' figure?

Answer: Approximately 100-150

Question: In Section 3.1.4.6. Linkage to other. What is the size of the Tech Task Force plan and the State of IT strategic plan? How many agency IT plans will require review? How many participating entities exist?

Answer: Plans are in development stages being coordinate by Information Technology Services.

Question: What materials, opinions, decisions, already exist?

Answer: See www.state.ia.us

Question: Will we have access to that information?

Answer: Yes

Question: Section 4.2 Evaluation Criteria. What is the expected date of delivery of the evaluation point system?

Answer: Attached as addendum to RFP

Question: Will it be possible to submit questions about the point system at the time we receive the information?

Answer: No.

Question: Does the Project Team expect in-person participation at their meetings during the project?

Answer: Yes.

Question: At what frequency?

Answer: To be negotiated with Project Team based on proposal.

Question: Will presentation of the final deliverables be required by the vendor?

Answer: No.

Question: We understand that the expected date of completion date of completion of the project is April 1, 1998. What is the projected starting date for the project?

Answer: November 1, 1997